

63-8743

26 November 1963

MEMORANDUM FOR: Executive Director

SUBJECT : Agency Clipping Service

1. This memorandum submits recommendations for your approval; these recommendations are contained in paragraph 46.

2. On 30 October 1963, the Executive Director addressed a memorandum to the CIA Deputy Directors, subject: Agency Clipping Service. (Copy attached as Tab A.) In this memorandum, the Curator of the Historical Intelligence Collection/CIA Library was asked to conduct a factual survey of what news clipping services are being conducted in the Agency and whether they could be more centralized for economy and better service.

Agency Clipping Service and Files:

3. At present, the major clipping service is conducted by the Office of the Assistant to the Director, formerly Col. Grogan, now Mr. Chretien. (In this memorandum, the term, Assistant to the Director, will refer to Mr. Chretien, unless another Assistant is specifically noted.) This service clips about 22 daily and Sunday newspapers, about 21 periodicals ranging from weekly to monthly, and a few other miscellaneous items. (A list of newspapers and periodicals generally covered is attached as Tab B.) In addition, the Assistant to the Director (through the Acquisitions Branch/CIA Library) receives domestic press clippings from a contract service, Press Intelligence, Inc. This contract includes all non-wire service stories, editorials, press notices, etc., mentioning CIA. The basic charge for this service is \$20.00 per month plus 15 cents for each clipping. In FY/63, this service produced 4,021 clippings at a cost of \$603.15 plus the \$20.00 per month charge. The number of clippings received in FY/64 indicates a somewhat reduced flow (931 clippings as of 1 November).

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4. Selected clippings are put into a daily book for the DCI, referred to hereafter as the Director's Clipping Book. A set of originals or thermofax copies of these clippings are also placed in extensive files maintained in the office of the Assistant to the Director, together with such other clippings as are considered peculiarly useful to that office. These occupy some 80 file or safe drawers and an additional 28 feet of shelf or drawer space.

5. Selected newspapers are clipped in the office of the Chief of for utilization in the production of their publication Press Comment. (See paragraphs 39-44.)

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7. Copies of all of the clippings in the Director's Clipping Book are duplicated for the R & A Branch/CI Staff, which maintains these clippings in files peculiar to their own needs. Certain selected clippings are also sent to the Director of Security on a spasmodic basis. ?

8. The Curator of the Historical Intelligence Collection (HIC) has maintained a file of clippings on CIA since 1946. These are largely from the New York Times and Herald Tribune and the Washington Post and Star. Upon the establishment of HIC, 1 January 1956, the scope of this file was broadened to include other items of intelligence interest, with particular emphasis on major espionage trials. (See paragraph 30.) HIC services a few selected customers largely with foreign clippings on major trials for espionage. HIC has a standard requirement for major foreign press coverage on intelligence with the Publications Procurement Program of the Department of State. This requirement is honored only in the breach, unless a follow-up is sent on a specific matter (usually a major trial) to a specific post.

9. The CIA Library formerly received reproductions of pertinent clippings from the Assistant to the Director, to which it added a few clippings of its own. These were maintained in large scrap books entitled CIA in the News, for those who wished to look at them. However, the manpower involved and the lack of extensive reader interest resulted in the discontinuation of this file.

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10. This survey has not considered the clipping files which individual analysts maintain on their own, as these are basically substantive in nature and do not require Agency action other than procurement of the necessary newspapers.

Former Agency Clipping Service on Substantive Matters:

11. The CIA Library/OCR formerly operated a large clipping service utilizing approximately seven people. This service dealt largely with clippings on substantive matters and was responsive to all Agency requests, although it was utilized largely by the DD/I area. The requester received a large bundle of clippings every day on the subject in which he had expressed an interest. This service was discontinued in 1956 because of the manpower involved.

12. The DD/P maintained a similar service for some years in the Operational Intelligence Support Division. This service also produced the publication Press Comment and consisted of seven people. The service differed from that of the CIA Library, because it maintained the clippings in the Division for a period of several months and was available for those who wished to come down and review a particular clipping file for background information. Each file was then destroyed at the end of a few months' time. When the Division was abolished, the clipping service also was abolished, but two slots were transferred to for the maintenance of Press Comment.

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The Director's Clipping Book:

13. On each workday, the office of the Assistant to the Director prepares the Director's Clipping Book, consisting of about 50 clippings which are considered pertinent. On a recent day, following a weekend and a holiday, it contained over 100 pages. It usually runs about 50 pages. Prior to moving to the new building and the incumbency of the present DCI, the book was forwarded to Mr. Dulles with a routing slip which included the Deputy Directors, the IG, and the Legislative Counsel. In turn, each of these officers, other than the DCI, began to give up reading the book for two reasons: first, because by the time it reached many of them in rotation, the clippings had long since lost their timeliness and newsworthiness; and, second, the clipping book contained so much extraneous matter that it was not worth the time to go through it. (One exception was the DD/I, who did not review the

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book himself but had it screened for him by the Curator of the Historical Intelligence Collection on a daily basis.) After Mr. McCone became DCI, the book was routed only to him; however, he, himself, does not see it. The Assistant to the Director [] goes through the book each day, selects a few pertinent clippings (generally not more than 2-5) and puts these in the Director's reading file. [] also selects certain clippings for permanent retention in the Director's personal scrap book.

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14. It is apparent that the clipping book is not sufficiently selective either for the Director or the senior deputies in the Agency. (The term "senior deputies" in this memorandum is used to designate the DDCI, Executive Director, the four Deputy Directors, the Deputy to the Director for National Intelligence Programs Evaluation, the General Counsel, Inspector General, and Comptroller.) Many of the clippings are of no interest whatsoever to the senior deputies, being largely of a substantive nature which they will read for themselves, or on which they will have been appropriately briefed either orally, by cable traffic, or by intelligence publications. Interviews with the senior deputies reflect the fact that they would like to see a clipping book of manageable proportions on a daily basis, but with particular emphasis on those clippings which have a direct bearing on the Agency, its personnel and operations, the Intelligence Community, or on matters of tangential intelligence interest. Short of a major flap, such a book should contain less than a dozen clippings a day.

Organization and Functions for a Centralized Clipping Service:

15. A study of the requirements of senior CIA personnel for an appropriate clipping service indicates that a limited service should be established and maintained. There are considerations which should place such a service under the supervision of the Curator of the Historical Intelligence Collection/CIA Library/OCR. The present Curator of the Historical Intelligence Collection would be willing to assume supervision of the clipping function if Mr. Chretien did not desire to maintain it in his office. HIC maintains the open literature on all aspects of intelligence, and it serves as a central reference facility for the Agency in this regard. It has also maintained some clipping files on the Agency and major developments of an intelligence interest. A centralized clipping service could be considered as a central reference facility which could be placed in HIC, both for dissemination and exploitation.

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16. The alternative would be to continue to maintain the clipping service in the Office of the Assistant to the Director. Moreover, the arguments are persuasive that, for Mr. Chretien properly to perform his functions in the public relations field and as an advisor to the Director on these matters, he maintain close contact with and supervise the Agency clipping service. Mr. Pforzheimer has discussed this matter with Mr. Chretien, who expresses a strong desire to continue the service under his own jurisdiction, a decision which Mr. Pforzheimer frankly would also adopt were he in Mr. Chretien's position. On balance, therefore, it would seem preferable to retain the clipping service in the office of the Assistant to the Director.

17. Both Mr. Chretien and Mr. Pforzheimer are of the opinion that whoever has jurisdiction over the clipping service, the actual selection of material for clipping, dissemination and for permanent retention in the files should be done by an officer who has this function as his primary duty. Prior to Mr. Chretien's assumption of his present duties, it was Col. Grogan's practice personally to read the press for approximately three hours a day, selecting and marking articles for inclusion in the Director's Clipping Book and his own office files. (The markings were for filing purposes.) Col. Grogan's reading was supplemented by [redacted] who reviewed additional press material for approximately 2 hours a day, a daily total of approximately 5 hours between them. Mr. Chretien feels that he, himself, does not have the time to devote 3 to 5 hours a day in personally selecting and marking articles from the press, if he is to carry out the other functions of his office which the DCI has assigned him. Mr. Pforzheimer's independent conclusion, reinforced by Mr. Chretien's desire, would be to assign the function of the selection of appropriate articles from the press, both for dissemination and for retention in the files, to a subordinate at the GS-13/14 level.

18. The officer selected to head this clipping service must know the Agency extremely well. He must have a researcher's knack and patience, and, above all, an excellent judgment as to the requirements of the end users for particular items. He must be able to make a careful selection, against given guidelines, to service the needs of senior Agency personnel without over-burdening them with a plethora of material. He must also have sufficient judgment to select certain

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clippings which would be of interest to the senior deputies, even though such items occasionally might be outside of the given guidelines. In addition, Mr. Chretien desires that this person be able to backstop him in his daily contacts with the press on such occasions as he might be on leave or otherwise unavailable. This means that this officer must have a pleasant personality and considerable tact.

19. The Assistant to the Director has seven assistants, all of whom play some role in the clipping, pasting, indexing, and filing of the present clipping service. These include [redacted] who is rated as an Archivist, GS-9, one GS-7, whose primary duties are indexing, two GS-5's and three GS-4's. The duties of one of the latter includes taking dictation from the Assistant to the Director. It is estimated that the preparation of the Director's Clipping Book, and the additional reproduction, filing, and indexing of the clippings, now occupies 31 man hours per day for this staff. To this figure must be added the three hours of selection formerly performed by Col. Grogan and the two hours performed by [redacted] so that the total number of hours which the office devoted to the clipping service was 36 man hours a day. (A detailed breakdown of the time of the various employees involved is attached at Tab C.)

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20. The members of this staff clip as many as five copies of an article from the same newspaper. The first copy of the article goes into the Director's Clipping Book. A second copy is maintained in envelopes for backup use in case there is an inquiry about this particular article while the clipping book is out of the Assistant's office. Additional copies of important articles are kept for filing or against a possible request from some other Agency official. These additional copies are kept in envelopes and do not need mounting and filing initially. Some are mounted in the DCF's personal scrap book.

21. The physical task of cutting and pasting clippings is very time consuming, and it is felt that a considerable saving in manpower and money can be made in this area, while at the same time expanding the service. It would be preferable, instead of cutting out several copies of an article for back-up purposes, if only two copies were clipped. The original would be for the Director's Clipping Book. Before it goes into the book, it should be reproduced by Xerox in the number of copies necessary for dissemination and filing. Xerox copies can then be sent to the senior deputies as appropriate. The second original will then be held as the backup copy and will be available for inclusion in the Director's personal scrap book if that particular item is desired. Basically, the file copies should be Xerox copies which will probably stand up as well, if not better, over the long run than the newsprint, and from which any additional copies can be Xeroxed as necessary.

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22. While it is impossible at the moment, in view of the change-over of personnel and the proposals contained in this memorandum, to make a firm estimate, it is almost a certainty that the number of copies of newspapers required can be reduced and the number of man hours necessary to devote to the proposed clipping service can be reduced by a third to a half by the simple addition of a Xerox machine. The large size Xerox machine is rented at a cost of \$25 a month (\$300 a year). Unit copy is at the rate of .035 cents per copy. In addition, the rotary drum of the machine must be replaced, at the cost of \$95 per drum, every 25,000 to 40,000 unit runoffs. A fair estimate of such a Xerox operation would be in the neighborhood of \$3500 per year, considerably less than the present salaries involved. Strangely enough, the small table top Xerox machine is more expensive to operate than the large machine, because the charge is .045 cents per print as opposed to .035 cents for the large machine. Any secretary can operate a Xerox machine. However, one clerk could be trained for maintenance of the machine and its operation; he could also serve as a courier for Mr. Chretien and do some filing.

The Customers:

23. At the present time, the Director's Clipping Book is prepared only for the use of the DCI, as noted in paragraph 13. In addition, the Curator of the Historical Intelligence Collection screens the book for a few selected clippings to reproduce for file in HIC. A complete thermofax copy of the clippings in the Book is made for Staff. Because of the substantive nature of these clippings, CI Staff receives clippings far in excess of what it actually needs for its purposes. In addition, some clippings are occasionally made available to the Director of Security, and an occasional item is sent to some other user, if an obvious need is apparent.

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24. Because the Director occasionally raises, at his nine o'clock staff meeting, certain items which have appeared in the press, and because the senior deputies must spend the time prior to the morning meeting screening the cable traffic and pertinent memoranda, it would be useful to them if they were to be furnished copies of a few key press items prior to the nine o'clock meeting. These would include any major item which would have appeared in the Washington Star of the previous evening and the morning's Washington Post, New York Times, and

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Herald Tribune. This pre-nine o'clock service might also include any special article which would have appeared in other newspapers received during the previous 24 hours. It is felt, in the absence of a major story, that this "flash" service prior to the nine o'clock meeting should be limited to five items or less. In order to accomplish this pre-nine o'clock function satisfactorily, it is recommended that some of the personnel responsible for the clipping service come in sufficiently early (approximately 0700 or 0730) so that articles for the DCI may be mounted, and the additional copies Xeroxed and in the hands of the recipients, no later than 0830.

25. Following the selection of "flash" clippings for the nine o'clock meeting, the clipping service should then commence selecting additional appropriate clippings for the Director's Clipping Book and for the senior deputies. This survey has been in contact with these officials or their assistants, all of whom have indicated that they would welcome this service, and all of whom have indicated that it would be extremely helpful to them. The daily clipping book for these officials should be tailored to their needs, although most of them will receive the same basic clippings. It is this refinement or tailoring which requires the judgment of the selector. The basic clipping requirements of the senior deputies are set forth in Tab C.

26. It should be noted that the basic requirement common to all of the senior deputies desiring to receive clipping service is that the clippings have some connection with CIA, its personnel or its operations, or those of the Intelligence Community, or those which are of tangential interest to the intelligence business generally. For example, while CIA had no direct interest in the recent case of [redacted] nevertheless, the [redacted] case is of sufficient tangential intelligence concern to merit its inclusion in the clipping book.

27. It should be stressed, however, that the clipping book not include articles of purely substantive interest, with the rarest of exceptions. One of the problems of the present DCI clipping book is that it is filled with this type of substantive material which serves no purpose at the present time and is not desired by the prospective users of a proper clipping service. These substantive articles should be eliminated from any future service because the end users will not read them and, in the end, will give up receiving what can be a valuable service, because it is too cluttered up with useless material.

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28. The Director's daily Clipping Book goes to him in a black ring binder, and this should be continued. In addition, the DCI likes to have pertinent passages neatly underlined in red for quick attention. The present practice of a word or two underlined here and there in a broad crayon is not helpful. However, while this memorandum talks in terms of a "clipping book" for the senior deputies, it is recommended that what the "book" actually will be is Xeroxed copies of the clippings, unbound, in an envelope. Without exception, these officials have indicated their willingness to receive Xeroxed copies; it is more useful for them to have the material in an envelope available for them to read when they have time, and then throw the material away if they desire, without having to worry about returning a binder every day to Mr. Chretien's office.

29. In addition to the senior deputies who will receive the clipping service, as outlined in the previous paragraphs, there are three other major users for this service. The first of these is the R & A Branch/CI Staff/DD/P. This branch desires to receive a copy of every clipping which mentions the Agency or some aspects of its personnel or operations, as well as those clippings of tangential intelligence interest. CI Staff does not wish to have a selection of these clippings. It wishes to have a copy of all of them. CI Staff should also feel free, if some special matter arises, to call it to the attention of the head of the clipping service and ask for special coverage of such an item. A recent example would be their interest in those clippings which mention the demise of the newspaper The Times of Viet-Nam or the activities of its owners, Mr. and Mrs. Gregory. An item of this nature is a short time request, by and large, and should be honored by this service. Similar coverage should also be given to the Office of the Director of Security, and the Director of Security will furnish a guideline list of his needs in the near future.

30. Coverage should also be given to the Historical Intelligence Collection, the Curator of which has maintained a clipping file on the Agency since 1946 and broader clipping files on matters of intelligence interest, since assuming his present position on 1 January 1956. The Curator desires to eliminate the clipping which he has been doing during this period. He proposes to be serviced by the new clipping service and to keep a few clippings which seem of pertinent interest, as well as maintaining special files on major intelligence cases, such as the recent

[redacted] His basic standard will be to keep files on major cases where it seems apparent that these cases will either be the subject of special reports, such as [redacted] or

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monographs or books such as those which followed the [redacted] Case. Mr. Chretien has assured the Curator that his files will be available for reference if necessary, and the close cooperation which is envisaged between the two offices makes it undesirable for the Curator to keep duplicate files on the general run of intelligence clippings.

Periodical Publications:

31. At present the office of the Assistant to the Director screens approximately 21 English language periodicals ranging from weekly to monthly for items of interest to the DCL. It appears that this is not an adequate coverage of the English language periodical field. The CIA Library presently receives more than 700 English language periodicals. Many of them, to be sure, cover highly technical and specialized subjects and would not include any material on CIA or tangential subjects of intelligence interest. On the other hand, military reviews and other periodicals in the English language do contain articles of interest to the clipping service, and these periodicals are a source which must not be overlooked and should be screened for this purpose. The CIA Library, therefore, will undertake a continual screening of these publications upon their arrival, on behalf and under the guidance of the Curator of the Historical Intelligence Collection. The latter will call appropriate articles to the attention of the Assistant to the Director for possible inclusion in the clipping books for the senior deputies.

Foreign Press and Periodicals:

32. There is general agreement that there is a major gap in the Agency coverage of the foreign press and foreign periodicals. On occasion, CIA field stations will send in a summary of articles mentioning CIA in the local press. An example of this are recent cables summarizing attacks on the Agency in the Times of Viet-Nam. Dispatches will occasionally forward pertinent articles to the desks, but it is doubtful that any great number of these articles actually reach the Assistant to the Director. Serious consideration should be given to the closing of this gap.

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33. It is extremely important to follow foreign press coverage of the Agency, and in particular foreign press attacks on CIA. Many of these attacks have been planted, often in reputable newspapers, either by Communist Party members or members of foreign intelligence services, and in particular those of the USSR and the Soviet Bloc. Their consistent desire is to destroy the public image of the Agency and the confidence of Western allies in CIA and its activities.

A request for such material has been outstanding to all field stations for some period of time [redacted] This calls for press and periodical comment for anti-U. S., anti-Intelligence Community, and anti-CIA materials and was originated by CI Staff. The returns from [redacted] have not been as much as desired, and occasional follow-up cables are sent to cover specific situations as they arise. The interest of CA Staff in material of this nature is also noted. The USSR and the Bloc through their intelligence services and their control over the Communist parties allow them to use these public media as a weapon against CIA. The resultant product may be utilized by CI Staff for leads and by CA Staff for countering actions. It is felt that increased coverage of the foreign press and periodicals would be extremely worthwhile. The clipping service would be but one of many users of this product in including pertinent foreign material in its daily clipping books. However, for this material to be useful for this purpose, it must be accompanied by either an English prefix or, if the article merits it, a full translation.

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34. The major question is how such coverage can be obtained. One source would be an analysis of the facilities of FDD/OO in order to see whether they might increase their current coverage and translation of pertinent articles in the foreign press. This survey has not discussed this matter with FDD.

35. The second source of this material would be from the CIA field stations themselves. It is apparent that personnel at these stations do review the foreign press in countries in which they are stationed for a variety of things. It is possible that the DD/P might be willing to instruct them to forward any pertinent newspaper or magazine article concerning CIA or the intelligence process. This survey has only touched on this possibility with the office of the DD/P. In the past, there has been a reluctance to burden our overseas stations with what is, in fact, an overt function. The question now is whether

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the Communist use of the press as a weapon against the CIA makes this coverage of sufficient importance to overcome the reluctance to collect this overt material. If the DD/P places such a requirement, articles in foreign languages should be accompanied by a précis as to the salient points raised therein, or, if necessary, a full translation for the most important pieces. In any event, if there is to be such coverage, a copy of such articles, with any pertinent comments that need be made concerning their origin, should be forwarded to the Assistant to the Director in connection with his responsibilities to keep the Director advised as to general press coverage.

36. A third alternative is a commercial foreign clipping service. A preliminary check of this problem by CI Staff has indicated that there is no one foreign clipping service which might cover our desires. Over and beyond this fact, however, is the security problem which the utilization of any such service might produce. On balance, it is probable that no satisfactory commercial arrangements could be made.

Congressional Publications:

37. The Legislative Counsel is required by the DCI and the DDCI to call to their attention any pertinent material appearing in the Congressional Record or other pertinent Congressional publications. It would be useful if copies of such memoranda were also brought to the attention of the Assistant to the Director. The Legislative Counsel's staff thoroughly covers the Congressional Record immediately upon its receipt each morning. Arrangements have been made whereby the appropriate member of that staff will advise the clipping service of those pages in the Congressional Record which contain items of interest to CIA and its senior personnel. This should result in a saving of reading time in the clipping service of 30-45 minutes a day. The appropriate extracts will then be included in the clipping books for the senior deputies. They should also be included in the DCI's clipping book so that the Assistant to the Director can select those Congressional clippings which he feels the DCI will wish to retain in his scrapbook. Congressional hearings and reports are disseminated to the appropriate Agency personnel by the Acquisitions Branch/CIA Library on instructions in each instance from the office of the Legislative Counsel, and the Assistant to the Director can be included for appropriate dissemination.

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38. The clipping service should include items on CIA or of tangential intelligence interest gathered by All of these pertinent items now come by ticker service to the OCI Watch Office, as well as to designated points in DD/P and elsewhere. items on CIA (as well as key substantive matters) are hand carried immediately from the Watch Office to the DCI's office, and substantive matters are, of course, brought to the attention of the AD/CI and the DD/I's office by the Watch Office. The office of the Assistant to the Director also receives copies from the Watch Office of any matter referring to CIA. Well screened items from this material should, of course, be included in the clipping books. However, it is not recommended that the office of the Assistant to the Director be the channel for material to the DCI and DD/I and DD/P. It is felt that the present arrangements within DD/P and the Watch Office are more expeditious than to rout the material from the Watch Office to Mr. Chretien's office and then back to the end users. This material should be considered intelligence material rather than press material and should be continued to be handled by the Watch Office as it is doing at present.

Press Comment:

39. Press Comment is now prepared in the Office of the Chief/
 It is published four times a week (Mondays excluded) and is especially oriented for the needs of the field. Because it takes some time for it to reach all stations and bases, it does not include any spot news but rather contains items which would be comparatively useful a few days or even weeks after publication. (A sample copy is attached at Tab E.) While approximately two-thirds to three-quarters of Press Comment is made up from the daily press, there has been an increasing amount of inclusion of periodical material. It also includes some non-American newspapers, largely in English, and occasionally in French. Foreign press material other than in French is translated when included.

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40. Press Comment is reproduced in the Printing Services Division in about 48 hours. It now has an edition of 525 copies. A questionnaire to the field some months ago brought extremely favorable reactions to this publication, which is also used for liaison. A further indication of its acceptance has been the steady rise in numbers of copies requested from the field, it having started at about 300 copies.

41. At present, Press Comment is prepared by two girls, a GS-8 and a GS-9. They receive suggestions as to the articles to be included from members of the staff of [] and also receive guidance as to specific propaganda lines to be included. As the clipping service deals primarily with the subject of CIA and the intelligence process, whereas Press Comment deals primarily in substantive matters and only very incidentally includes items which would be in the clipping book, there appears to be very little community of interest between them other than the fact that both services review many of the same newspapers. Because of the guidance given by the staff members of [] on the spot, the Chief, [] feels that it would not be advisable to transfer the preparation and publication of Press Comment to a centralized clipping service, or to rely on this service for the selection of the clippings to be included. On balance, this would appear to be the correct decision. However, Press Comment will welcome any specialized support, particularly in the periodical field, which the clipping service might be able to render.

Filing System for the Assistant to the Director:

42. The news clipping files now maintained in the office of the Assistant to the Director are a vital part of the history of CIA. The public images of the Agency, its successes and failures, attacks on CIA and praises of its actions, as they are recorded in the public media (other than books and, with some exceptions, periodicals) are a part of these files. They are, in effect, the public history of CIA, and will be an important source for Agency historians for all time. As such, these files, insofar as they pertain to the Agency, should be meticulously kept and arranged for systematic retrieval.

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43. This office files not only all of the clippings contained in the Director's Clipping Book, but in addition a tremendous number of clippings in connection with the press itself. In fact, the clippings on CIA activities probably comprise less than 50% of the overall files. The so-called "personalities" files comprise 26.5 drawers and include foreign personalities, such as Khrushchev, as well as domestic personalities. In contrast, "personalities" files on Agency or former Agency employees occupy only two drawers. Items of Agency interest occupy 18 drawers, while "other material," including non-Agency related materials, occupy 33.5 drawers, plus a large amount of shelf space. The filing system for all of this material is archaic.

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44. The CIA Library has made [] available to assist in this survey, because [] has had a long background in matters of this kind, with emphasis on indexing, as well as more than a year's service with SCIPS. [] has found that the present filing system tends to build files of marginal utility. In addition, there has been no positive guide for the indexer in determining cross references. Therefore, as a safeguard, the indexer has prepared more cross references than necessary (usually an average of at least four for each item). The available subject outline guide is ten years old and outdated, which makes indexing difficult and slow. Furthermore, although the indexer spends up to seven and a half hours a day on the task, there is usually a month's backlog waiting to be indexed and filed, which in turn greatly affects retrieval and service.

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45. With rare exceptions, the individual file folders do not contain the full answer to a specific problem, and it is necessary to use several subject folders to get a single answer on a single subject. The present arrangements preclude easy access, and the files are highly segmented for the amount of material contained in them. Furthermore, there has been no retirement or purging of the files since they were started. Mr. Chretien has, therefore, asked the CIA Librarian to make [] available to continue studying these files and to recommend a proper indexing system and guide for their maintenance and use. In addition, they should be purged of all substantive material not related to the Agency, intelligence subjects, or to the specific needs of the office, and they should be examined for the establishment of a proper retirement schedule.

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Recommendations:

46. As a result of the survey undertaken at your request, the following recommendations are made:

a. A limited clipping service should be maintained in the office of the Assistant to the Director. It should be headed by a GS-13/14 who would also be available to backstop the Assistant to the Director in his other duties when needed.

b. The material to be selected by this clipping service for dissemination and filing should be restricted (with rare exceptions) to articles on CIA, its personnel, its operations, the activities of the Intelligence Community, and material of tangential intelligence interest. Clippings of purely substantive content should not be selected in the absence of some special situation or request calling for their inclusion. (This recommendation does not preclude the selection and filing of additional clippings specifically required by the Assistant to the Director for the performance of his functions in the field of press relations.)

c. A daily clipping book should be prepared for the DCI and should be responsive to his needs. It should be brief and should not contain the extraneous material contained in the present clipping book.

d. A careful selection of clippings on subjects of major intelligence interest should be made available to the senior deputies prior to the DCI's daily 9 o'clock staff meeting. In the absence of a major story, these should not be more than five in number.

e. Later in the day, a carefully tailored clipping book, responsive to the needs of the individual senior deputies, should be sent to them. In the absence of a major story, these should be less than a dozen in number.

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f. Other than for the DCI, the clipping service rendered to the senior deputies and other key personnel who have need for these clippings should be reproduced by Xerox in order to avoid multiple clipping and pasting. Xerox reproductions should also be utilized for the permanent files.

g. With the assistance of the CIA Library, many more English language periodicals should be screened than are presently covered for material on CIA.

h. Consideration should be given to the coverage of the foreign language press, in part through FDD/OO and in part through the cooperation of the CIA stations and bases overseas. This is a major gap which should be closed in this manner, despite the fact that it is overt collection.

i. Press Comment, now prepared in the office of the Chief/[] should be continued in that office, as at present, and should not be included in the clipping service under the Assistant to the Director.

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Walter Pforzheimer
Curator
Historical Intelligence Collection
CIA Library

Attachments

CC: Executive Registry
Mr. Chretien

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63-8252

30 October 1963

MEMORANDUM FOR: Deputy Director/Plans
Deputy Director/Intelligence
Deputy Director/Support
Deputy Director/Science & Technology

SUBJECT : Agency Clipping Service

1. As you know, Colonel Grogan over the years has developed and maintained an extensive clipping service on press items concerning the Agency or on the subjects in which the Agency was interested. In the past this has been primarily for the use of the Director and his immediate staff. It has occurred to me that perhaps we could centralize the press clipping activities of the Agency and better serve the needs of everybody more economically.

2. I have asked Walter Pforzheimer, the Curator of the Historical Intelligence Collection, who has had extensive dealings with the clipping service and with the collection of foreign-published books and documents, to conduct on my behalf a factual survey of what clipping is going on in the Agency and whether it could be better centralized for service and economy. I would appreciate it if you would advise your staffs and divisions of this effort and ask them to give Mr. Pforzheimer the necessary advice and guidance.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

cc:

Walter Pforzheimer

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TAB B

NEWSPAPERS AND PERIODICALS

DAILY NEWSPAPERS (DOMESTIC)

BALTIMORE SUN
CHICAGO DAILY NEWS
CHICAGO TRIBUNE
CHRISTIAN SCIENCE MONITOR
LAS VEGAS SUN
LOS ANGELES TIMES
MIAMI HERALD
MIAMI NEWS
NEW YORK DAILY NEWS
NEW YORK HERALD TRIBUNE

NEW YORK JOURNAL AMERICAN
NEW YORK POST
NEW YORK TIMES
NEWSDAY
NORTHERN VIRGINIA SUN
ST. LOUIS POST-DISPATCH
WALL STREET JOURNAL
WASHINGTON DAILY NEWS
WASHINGTON POST
WASHINGTON STAR

SUNDAY NEWSPAPERS (DOMESTIC)

CHICAGO TRIBUNE
LAS VEGAS SUN
LOS ANGELES TIMES
MIAMI HERALD
MIAMI NEWS
NATIONAL OBSERVER
NEW YORK HERALD TRIBUNE

NEW YORK JOURNAL AMERICAN
NEW YORK POST
NEW YORK TIMES
ST. LOUIS POST-DISPATCH
WASHINGTON POST
WASHINGTON STAR
WORKER

SUNDAY BOOK REVIEW SECTIONS

BOOK WEEK
CHICAGO TRIBUNE BOOK SECTION
NEW YORK TIMES BOOK REVIEWS
ST. LOUIS POST-DISPATCH BOOK REVIEWS

SUNDAY SUPPLEMENT MAGAZINES

CHICAGO TRIBUNE MAGAZINE
NEW YORK
NEW YORK TIMES MAGAZINE
PARADE

PICTORIAL REVIEW
POTOMAC
SUNDAY
THIS WEEK

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WEEKLY MAGAZINES (DOMESTIC)

**AVIATION WEEK
BROADCASTING
EDITOR AND PUBLISHER
HUMAN EVENTS
LIFE
MISSILES AND ROCKETS
NEW REPUBLIC**

**NEWSWEEK
SATURDAY EVENING POST
TIME
TV GUIDE
U.S. NEWS & WORLD REPORT
WASHINGTON WORLD**

BI-WEEKLY MAGAZINES

**LOOK
NATIONAL REVIEW
NATIONAL REVIEW BULLETIN**

**NEW LEADER
REPORTER**

MONTHLY MAGAZINES (DOMESTIC)

**AIR FORCE
CURRENT**

READER'S DIGEST

NEWSLETTERS (DOMESTIC)

**COUNTERATTACK
INSIDER'S NEWSLETTER
KIPLINGER LETTER**

**LOOKING AHEAD
NATO LETTER
OVERSEAS PRESS BULLETIN**

FOREIGN PUBLICATIONS

**(London) ECONOMIST
(London) FOREIGN REPORT**

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SECRET**TAB C****TIME REQUIRED IN PREPARATION OF DAILY BOOK OF
CLIPPINGS FOR DCI (AND OTHER CLIPPING FILES)**

<u>Function</u>	<u>Daily Time Required</u>	<u>Grade of Employee</u>
Selecting items from newspapers and magazines	5 hours	GS-14
Clipping the selections	2 hours 1 hour 2-1/2 hours	GS-9 * GS-5 GS-4
Typing selections (ticker; transcripts)	1/2 hour	GS-5
Mounting selections	2 hours 2 hours	GS-5 GS-4
Copying by Thermofax (extra copies; cross-references)	2-1/2 hours	GS-5
Indexing	1/2 hour 7-1/2 hours	GS-9 GS-7
Writing index classifications on sheets	1 hour 1 hour	GS-5 GS-4
Filing (i. e., placing material in folders)	1/2 hour 3 hours 3 hours	GS-9 GS-5 GS-4
Miscellaneous duties **	2 hours	GS-9

* This is usually done by a GS-5 or GS-6. In recent weeks, however, due to personnel shortages, this has been undertaken by the higher grade employee.

** These include the filing problems, and often the filing searches.

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TAB D

**SPECIFIC NEEDS OF PROPOSED RECIPIENTS OF CIA
CLIPPING SERVICE MATERIAL**

1. The Director of Central Intelligence:

The DCI requires, on a highly selective basis, those articles having to do with CIA, its personnel and operations, the Intelligence Community, and articles of tangential intelligence interest (referred to hereafter as the "basic clippings"). Only the most important clippings on these subjects should be brought to his attention. In addition, he would have a personal interest in major clippings having to do with atomic energy and the AEC. It is necessary that his clipping book also include all personal references to the DCI and Mrs. McCone for possible selection for retention in his personal scrapbook. From time to time certain other specific subjects may be included at the request of the Assistant to the Director

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2. Deputy Director of Central Intelligence:

No firm pattern has yet been set for the DDCI. However, key articles from the front page of the Washington Post and New York Times would seem to be unnecessary, as he follows these closely himself. Time, however, may prevent him from seeing some important article in the inner pages, at least prior to the 9 o'clock meeting. The DDCI would be particularly interested in any key articles regarding the Pentagon or military policy and strategy. Other key articles concerning CIA or the Intelligence Community should also be brought to his attention.

The Assistant to the DDCI (Mr. Knoche) suggests the possibility that the Assistant to the Director consider undertaking a periodic memorandum at perhaps two weeks intervals which would try to strike a balance sheet for that period as to the CIA image in the press, noting strengths and weaknesses. Mr. Knoche believes that Col. Grogan has previously done such memoranda, and that they were very useful.

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3. Executive Director:

The Executive Director feels that it would be most useful to receive clippings prior to the 9 o'clock meeting. In his case, and because he, himself, covers several newspapers a day in detail, he would desire these clippings to be pretty generally limited to those items in the intelligence field on which he, himself, might be called upon to take action or to contribute to a discussion. These would, of course, cover Agency or Agency-related matters.

The Executive Director feels that, in his case, he would be satisfied with the pre-9 o'clock clippings, and that any other clippings which should be called to his attention can be included the next morning with his pre-9 o'clock take. Of course, an exception would be made for any clipping of major importance.

4. Deputy Director/Plans:

The DD/P requires the "basic clippings" of major importance prior to the 9 o'clock meeting. Subsequently during the day, it would be desirable to receive a clipping book containing additional "basic clippings." This would include press coverage of the arrests of spies in foreign countries and other operational material where recognizable. From time to time, the office of the DD/P may well suggest the inclusion of a specific subject and may indicate the requirement in some breadth in order not to reveal an interest in a particular operation. It will then be up to the office of the DD/P to narrow down these particular clippings to those which are pertinent or to mark the appropriate passages for him. By following this procedure, the security of a sensitive operation will receive protection, while at the same time giving the DD/P the press coverage which he needs.

The office of the DD/P will assume responsibility for calling the attention of specific clippings to their divisions as needed. However, it would be helpful, if there is a major clipping involving one of the divisions, if such a clipping could be sent to the chief of the division concerned so that he would have it available in case the DD/P wishes to discuss it with him.

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5. Deputy Director/Intelligence:

The DD/I desires the "basic clippings." The DD/I would also have a particular interest in any article claiming to be based on "intelligence sources" which would give some indication of an intelligence leak or of unauthorized access to highly classified or sensitive intelligence sources. In addition, his clipping book should include articles which purport to give intelligence data prepared by public or quasi-public institutions or "authoritative sources."

6. Deputy Director/Science & Technology:

The DD/S&T desires clipping coverage on two main subjects. The first is the articles which give publicity to CIA operations of particular interest to the DD/S&T and its Office of Special Activities. Clippings on such special collection forms as the U-2 would be of particular interest, and his Office of Special Activities could give further guidance. Secondly, the DD/S&T would like to receive significant editorials or columns highly critical of CIA in order to study the line followed. He would prefer to receive his clippings once a day prior to the 9 o'clock meeting rather than in pre-9 and post-9 books.

7. Deputy Director/Support:

The DD/S would be interested in the "basic clippings." He would also like to receive any key clippings in areas for which he is responsible. Thus, an important announcement on Pentagon procurement changes, contracting, government personnel policy, and major security matters are subjects which would be of interest to him. The DD/S would call pertinent clippings to the attention of his subordinates as required. As a general rule, it would not be necessary for him to receive this material prior to the 9 o'clock meeting. However, if all other members of the 9 o'clock meeting receive the "flash" clippings, it would probably be best to include the DD/S as well.

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8. Deputy to the Director for National Intelligence Programs Evaluation:

The Deputy to the Director for National Intelligence Programs Evaluation is interested in the "basic clippings." Articles on U. S. intelligence, the Intelligence Community, and the President's Board are of special interest to him, as well as articles on the personalities involved. Attacks on the Agency and security problems particularly in other member agencies of the Community are of specific interest.

9. General Counsel:

The General Counsel should receive the "basic clippings." In addition, he would be interested in receiving the daily columns of specified columnists. Clippings on major legal matters which might affect the Agency are of particular interest, as well as major pronouncements of the Comptroller General and Chairman of the Civil Service Commission in matters which might affect CIA or its employees. The General Counsel is particularly interested in articles concerning foreign trials for espionage.

The General Counsel on his own behalf and on behalf of the Legislative Counsel desires any clippings containing expressions of Congressional sentiments on CIA or intelligence generally. They would also like to have included the transcripts of any radio or television programs in which members of Congress refer to CIA or its activities. Particular emphasis should be placed on the statements of Congressional leaders or members of CIA sub-committees. The Legislative Counsel in particular would like to have clippings containing statements of Congressmen in their home town papers concerning CIA or intelligence generally. (This can be covered by our contract clipping service.)

10. Inspector General:

The Inspector General would like to receive the "basic clippings." He feels that it would not be necessary for him to have these clippings prior to the 9 o'clock meeting but would want a "book" during the day.

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11. Comptroller:

The Comptroller requires the basic coverage. In addition, he desires the list of Congressional hearings for the day which appears opposite the editorial page of the Washington Post. He would also like any major pronouncements of the Comptroller General, including actions by the Comptroller General against commercial contractors of the government, as these would reflect thinking which might be useful for the Comptroller's actions. He would also like clippings involving the use of government manpower.

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12.

This Branch desires all clippings referring to CIA, its personnel, and its operations, as well as to the Intelligence Community, and any foreign intelligence action such as the arrest of spies. It also desires all clipping coverage on matters of tangential intelligence interest.

13. Office of Security:

Clippings for the Director of Security will probably be identical with the coverage to be given to the . However, the Director of Security is preparing a list of requirements for the clipping service.

14. Historical Intelligence Collection/CIA Library:

The Historical Intelligence Collection desires the same general coverage as that afforded to CI Staff and the Office of Security.

15. CIA Library:

The Information Section of the Library would like to receive clippings which contain the full texts of international treaties or agreements, and the texts of speeches by foreign heads of state and leaders of foreign political parties.

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